HASTINGS ART DEPARTMENT

CAMERA SIGN OUT FORM

Digital cameras from the Hastings Art Department are available for student use on assigned art class projects at Hastings Middle School. Persons signing out a camera must agree to the following before being assigned a camera for academic use:

1. School camera will be used for academic use only. All use must be in agreement with the school’s *Student Rights and Responsibilities Handbook*. Violations will be subject to school punishment as outlined in the *Handbook*.
2. A camera signed out for in-school use or overnight use requires a parent/guardian signature as approval of its use. This signature represents recognition of student use of the camera and the responsibilities required as expressed in this document and in accordance with school policies.
3. The student (and parent/guardian) agrees to accept responsibility for the repair and/or replacement cost of any damage, loss or theft occurring to the camera while signed out to the student, whether during in-school or overnight use. Student must take responsibility for reviewing the camera prior to sign out and reporting any problems at that time.
4. Period of use must be determined prior to sign out.
5. Late return of camera will result in loss of participation points and may result in restrictions of camera sign out privileges.

STUDENT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN OUT DATE(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_